

**Minutes of Regular Meeting of the Policy and Procedure Committee
West Houston Charter Alliance, Inc.
May 17, 2010**

1. Call to order and establishment of a quorum at 2:30 p.m. In attendance were Lucina Botond (LB), Regina Argueta-Misra (RM) and Brenda Davidson (BD).
2. Began to look at the Student Handbook/Code of Conduct
3. The parent acknowledgment page will need to be updated by Mr. Johnson.
4. The “Current Faculty and Staff” page will need to be updated.
5. Page 3 Updates: Mission statement will change, value statements will change, Philosophy statement will be added, along with a possible vision statement.
6. Page 4: “Enrollment” –remove the reference to founding charter members as there are no children by that description enrolled. Add a warning at the end of the section that enrolled students who do not attend the first day of school and who lack express permission from the administrator to be absent or who have a valid medical excuse for the absence will risk loss of their seat.
7. Page 5: “Tardies/Early Release”—The old handbook provided that 3 morning tardies equaled an absence and detention. Need to ask Mr. Johnson whether this provision makes sense. Not enforced in the past.

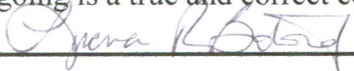
“Morning Arrival”—Change wording to read “Students may not be dropped off at school before 7:25 a.m. as there is no direct supervision available for your child.”
8. Page 6: “Afternoon Dismissal”—The old handbook provided that when students are not picked up by 3:40, the parents would owe the school \$10 for child care. In the past, this was not enforced but it should be because office staff who stay late are paid comp time. This cost to the school should be passed onto the parents.
9. Page 6: “Medications”—Change references to “School Secretary” to “Student Care”
10. Page 6-7: “Make-up Work”—Change second sentence to read “No grades may be earned for work missed during unexcused absences.” Prohibiting “make up work” for unexcused absences might lead to teachers not even providing a copy of the work missed and could disrupt continuity of education.

Students absent two consecutive days should request homework assignments from the “Attendance Clerk” rather than from the “school secretary.”

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11. Page 7: "Disciplinary Hearing Board" –Discuss this with Reggie. In the past, administrator handled discipline. If parent disagrees with discipline decision, parents may appeal to a disciplinary board. Need to think about what will work best.
12. Adjourned at 4:10 p.m.

The foregoing is a true and correct copy of the minutes.

 5/21/10

Lucina R. Botond, Chair of Policy and Procedure Committee